

SITE MANAGER

NATURE OF WORK

Serves the public with management and supervisory work in the operation of a Head Start preschool education site.

DISTINGUISHING FEATURES

Work involves responsibility for overseeing the day to day operations of one of the three Head Start sites; oversees the activities of all staff assigned to that site and ensures implementation of programs and activities based on Head Start Performance Standards in keeping with state and local policies, procedures and regulations.

ESSENTIAL FUNCTIONS *(These essential duties are only illustrative.)*

Coordinates site activities and job duties at the assigned site, including orientation, supervision, evaluation, and training of staff with service area components.

Ensures the implementation of all areas of the Head Start Performance Standards in conjunction with service area components. Ensures compliance with all mandates of local, regional, state and federal regulations.

Conducts daily inspection of site to ensure safety of the facility and playground for children, staff, volunteers, and visitors. Ensures corrections are made and report to appropriate resources on a timely basis.

Informs staff of latest developments in policies and procedures of Head Start Performance Standards, Department of Children and Family Services, and Peer Review Process.

Ensures that all site files are maintained in accordance with Department of Children and Family Services, Head Start and Departmental standards for confidentiality and completeness.

Anticipates and prioritizes program needs; identify, evaluate and implement potential solutions, informs staff and supervisor in a timely manner.

Conducts staff meetings as required; includes staff in decision making process as appropriate.

Organize and facilitate monthly parent meetings.

Assigns or performs duties of absent staff in classroom, bus, etc.

Ensures that an adequate number of site staff are CPR/First Aide, Food Service and/or CDA certified at all times.

Participates in annual Peer Review Process.

Assists with Annual Community Assessment.

Assists with recruitment of eligible children for enrollment into the Head Start Program.

Carries out best practices for safety procedures concerning children, staff, families, and community individuals; evaluates current practices identifying areas needing improvement.

Develops partnership relationships with parents in the Head Start program, encourages each parent/family to take an active role in the child's educational and developmental experiences.

Participates in activities and encourages attitudes that promote positive public relations for the Head Start Program and the agency.

Inventories and orders supplies for classrooms and offices.

Prepares monthly reports and other reports as assigned.

Maintains reasonable and predictable attendance.

SUPERVISION RECEIVED

Works under the supervision of the Head Start Director, who reviews work for the effectiveness of services provided, user satisfaction, and results achieved.

SUPERVISION EXERCISED

Exercises supervision over program support staff engaged in carrying out the various functions and requirements of their respective responsibilities. Supervisory responsibilities include providing direction, assigning and evaluating work, resolving personnel problems, assuring that performance goals are met and standards are followed, making hiring and disciplinary recommendations, and performing other supervisory functions.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Work is performed primarily in an office setting, although occasional out-of-town travel is required for professional development purposes. There may be exposure to blood borne pathogens; latex gloves are worn when dealing with body fluids of children.

SUCCESS FACTORS

Considerable knowledge of modern methods and techniques used in dealing with preschool children in a classroom setting.

Considerable knowledge of the Head Start Performance Standards as related to the management of a Head Start site.

Knowledge of developmentally appropriate practices related to preschool children and the growth, development, needs, and unique problems of preschool children.

Knowledge of the principles, practices and techniques of administration and management.

Ability to supervise, plan and direct the work of others.

Ability to develop staff potential and maintain harmonious employee relationships.

Ability to establish and maintain effective working relationships with parents, co-workers, and with community resource agencies.

Ability to attend regular and ongoing professional development training in early childhood.

EDUCATION, TRAINING AND EXPERIENCE

Graduation from college with a Bachelor's Degree in early childhood education or in a related field or Illinois Child Care Director Credential. Three years experience in Early Childhood Education/Child Development with two years supervisory experience. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid IL Driver's License.

Food Service Sanitation Certificate

Must meet Illinois DCFS licensing standards.

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.